#### **Definitions**

The following definitions apply to the City of Bainbridge Island Business & Occupation Tax Return, as provided in Bainbridge Island Municipal Code § 5.05:

<u>Apportionable income</u> means the gross income of the business taxable under the service classifications of a city's gross receipts tax, including income received from activities outside the city if the income would be taxable under the service classification if received from activities within the city, less any exemptions or deductions available.

<u>Compensation</u> means wages, salaries, commissions, and any other form of remuneration paid to individuals for personal services that are or would be included in the individual's gross income under the federal Internal Revenue Code (IRC).

<u>Customer</u> means a person or entity to whom the taxpayer makes a sale or renders services, or from whom the taxpayer otherwise receives gross income of the business.

## **<u>Customer location</u>** means the following:

- A. For a customer not engaged in business, if the service requires the customer to be physically present, where the service is performed.
- B. For a customer not engaged in business, if the service does not require the customer to be physically present:
  - 1. The customer's residence; or
  - 2. If the customer's residence is not known, the customer's billing/mailing address.
- C. For a customer engaged in business:
  - 1. Where the services are ordered from; or
  - 2. At the customer's billing/mailing address if the location from which the services are ordered is not known; or
  - 3. At the customer's commercial domicile if none of the above are known.

The customer location of a customer under (ii) and (iii) is determined based on a cascading method or series of steps. Only if the first step is unknown may the taxpayer move to the next step and so forth.

Gross receipts tax means a tax measured by the amount of, or economic results of, business activity conducted in a city or county within the United States or within a foreign country. The term includes taxes measured in whole or in part on net income or gross income or receipts. "Business activities tax" does not include a sales tax, use tax, or a similar transaction tax, imposed on the sale or acquisition of goods or services, whether or not denominated as a gross receipts tax or a tax imposed on the privileged of doing business.

Gross Revenue in the City means any revenue generated as the result of engaging in business within the jurisdictional boundaries of the City. Gross revenue means all revenue generated by the business when the business is physically located within the jurisdictional boundaries of the City. The City does not acknowledge a distinction between wholesale and retail for Business & Occupation Tax purposes.

<u>Individual</u> means any individual who, under the usual common law rules applicable in determining the employer-employee relationship, has the status of an employee of that taxpayer.

Primarily assigned means the business location of the taxpayer where the individual performs his or her duties.

<u>Service-taxable income or service income</u> means gross income of the business subject to tax under either the service or royalty classification.

<u>Tax period</u> means the calendar year during which tax liability is accrued. If taxes are reported by a taxpayer on a basis more frequent than once per year, taxpayers shall calculate the factors for the previous calendar year for reporting in the current calendar years and correct the reporting for the previous year when the factors are calculated for that year, but not later than the end of the first quarter of the following year.



## City of Bainbridge Island Annual Business & Occupation Tax Return

## Schedule A – Service & Other Income Apportionment

**Who should complete Schedule A?** Only those taxpayers that have a taxable presence in more than one jurisdiction and earn gross receipts from activities subject to a city's *Service* and *Other* gross receipts B&O tax classification need to complete the schedule.

Why is this schedule necessary in addition to your tax return? Effective January 1, 2008, RCW 35.102.130 requires a new method using a two-factor formula to determine how income taxable under the City's *Service and Other* gross receipts B&O tax classification is apportioned between multiple locations when a taxpayer is engaging in business in more than one jurisdiction.

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## ATTACH TO BUSINESS & OCCUPATION TAX RETURN AND MAIL TO:

Finance & Administrative Services City of Bainbridge Island 280 Madison Avenue N Bainbridge Island, WA 98110-1812

Line No.		Amount
	SECTION I – APPORTIONABLE GROSS SERVICE RECEIPTS	
1	Enter total company-wide gross service receipts	
2	Subtract any company-wide deductions allowed in City of Bainbridge Island Municipal Code (itemize deductions on Schedule B)	
3	Apportionable Service Receipts (subtract Line 2 from Line 1)	
	SECTION II – PAYROLL FACTOR	
4	Enter total Bainbridge Island payroll costs (from Worksheet Section II – Payroll Factor, see next page)	
5	Enter total company-wide payroll costs	
6	Payroll Factor (divide Line 4 by Line 5)	
	SECTION III - SERVICE-INCOME FACTOR	
7	Enter total Bainbridge Island service receipts (from Worksheet Section III – Service-Income Factor, see next page)	
8	Enter total company-wide service receipts (same as Line 1 above less any excluded income from Worksheet Section III – Service-Income Factor, Line 7.b., see next page)	
9	Service-Income Factor (divide Line 7 by Line 8) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
	SECTION IV - BAINBRIDGE ISLAND TAXABLE SERVICE RECEIPTS	
10	Total Apportionment Factor (add Lines 6 and 9)▶	
11	Percentage of service income apportions to Bainbridge Island (divide Line 10 by the number 2)*	
12	<b>Bainbridge Taxable Service Receipts</b> (multiply Line 3 by Line 11 and enter this amount on Line 4, Column 5 of the Annual Business & Occupation Tax Return)	

### Formula Example:

Service and Other Income is apportioned to a city by multiplying service income by a payroll factor (based on the payroll within the city), plus the service-income factor (based on the income-producing activity attributable for tax purposes within the city, divided by two.\*

Total Taxable Service Income X (Payroll Factor + Service-Income Factor)\*

2

Payroll Factor = Total Compensation Paid on Bainbridge Island

Total Compensation Paid Company-wide

Service Income Factor = Total Bainbridge Island Service Receipts

Total Company-wide Service Receipts

<sup>\*</sup>If a business has no employees in any location, such as a sole proprietorship without employees, then the payroll factor is zero and the apportionment reverts to a single factor formula using the service factor only. In this case, divide the service factor by 1.

## SECTION I - Apportionable Gross Service Receipts

- Line 1: Enter the total company-wide gross service receipts for your business.
- Line 2: Enter the amount of gross receipts deductible under City of Bainbridge Island Municipal Code (Exclude any interstate deduction as this schedule apportions company-wide service income.)
- Line 3: Subtract Line 2 from Line 1 and enter this amount on Line 3. This is your Total Apportionable Service Receipts.

## SECTION II - Payroll Factor Worksheet

#### Line 4:

Enter t	Enter the City payroll for the following employees:			
a.	Total payroll for employee(s) whose assigned office or work location is located within the City;	a.		
b.	Total payroll for employee(s) who are <u>not</u> primarily assigned to <u>any</u> place of business for the tax period and the individual performs fifty percent or more of his/her service for the tax period in the City; and	b.		
C.	Total payroll for employee(s) <u>not</u> primarily assigned to <u>any</u> work location for the tax period and the individual does <u>not</u> perform fifty percent or more of his/her service in any City, but that person lives in the City.	C.		
Enter	on Line 4 – Total Bainbridge Island Payroll Costs (add Lines a, b, and c)	d.		

Line 5: Enter on Line 5 the total payroll for all locations (the amount in Line 4 plus the payroll for employees in all other locations outside the City).

Line 6: Calculate Payroll Factor. Divide Line 4 by the amount in Line 5 and enter the calculated amount as a percentage on Line 6. If a business has no employees, then there is no payroll factor. If there are no employees on Bainbridge Island, but there are employees elsewhere, then the payroll factor for Bainbridge Island is zero.

#### SECTION III - Service-Income Factor Worksheet

#### Line 7:

Ente	r the Service Gross Receipts in the City:		Service Receipts
a.	Total gross receipts from customers whose location is within the City of Bainbridge Island; and	a.	
b.	Total gross receipts of service-income-producing activities performed within the City of Bainbridge Island, and are <u>not</u> taxable in the customer location (excluded income).	b.	
Ente	r on Line 7 – Total Bainbridge Island Service Receipts (add Lines a and b)	C.	

Line 8: Enter on Line 8 the total company-wide gross service receipts for all locations (the amount in Line 7 plus the gross receipts from all other locations outside the City).

Line 9: Calculate Service-Income Factor. Divide Line 7 by the amount in Line 8 and enter the calculated amount as a percentage on Line 9.

## SECTION IV - Taxable Service Receipts

Line 10: Add Line 6 to Line 9 and enter the calculated amount on Line 10. This is the Total Apportionment Factor.

Line 11: Divide Line 10 by two (the number 2), if two factors remain. If there is no payroll factor, divide Line 10 by one (the number 1). Enter the calculated amount as a percentage on Line 11.

Line 12: Multiply Line 3 by Line 11 and enter the amount on Line 12. This is your City Taxable Service Receipts. Also enter this amount on Line 4, Column 5 of the Annual Business & Occupation Tax Return.



## City of Bainbridge Island Annual Business & Occupation Tax Return

# Schedule B – Deductions & Exemptions

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## ATTACH TO BUSINESS & OCCUPATION TAX RETURN AND MAIL TO:

Finance & Administrative Services City of Bainbridge Island 280 Madison Avenue N Bainbridge Island, WA 98110-1812

### **SECTION I - DEDUCTIONS**

The City of Bainbridge Island Municipal Code §5.05 recognizes certain deductions in computing the gross receipts tax. Any deductions you are claiming must be listed and an explanation provided. All deductions must be fully supported by the taxpayer's books and records. **No unexplained deductions will be allowed. Enter deduction amounts in Column 3 of the Annual Business & Occupation Tax Return.** 

Line			
No.	Business Activity	Deduction Type	<b>Deduction Amount</b>
1	Wholesaling		
2	Retailing/Retail Services		
3	Service & Other (Not apportioned)		
4	Manufacturing/Processing for Hire		
5	Printing/Publishing		
6	Extracting/Extracting for Hire		

#### **SECTION II - EXEMPTIONS**

The City allows the following exemptions. Revenue derived from these sources may be subtracted from your total gross revenue taxable by the City. To claim these exemptions, each exemption and the amount you are claiming must be identified. All eligible exemptions claimed not pre-printed on the Schedule must be reflected as "Other" and must be separately identified. All exemptions must be fully supported by the taxpayer's books and records. No unexplained exemptions will be allowed. Enter exemption amounts in Column 4 of the Annual Business & Occupation Tax Return.

			Type of Business Activity					
Line No.	Type of Exemption	Wholesaling	Retailing/ Retail Services	Service & Other (Not Apportioned)	Manufacturing /Processing for Hire	Printing/ Publishing	Extracting/ Extracting for Hire	Total Exemptions
7	Commercial Parking Lot							
8	Liquor, Beer, Wine Sales							
9	Motor Vehicle Fuel Sales							
10	Temporary Stationary Business							
11	Out-of-State Sales							
12	Eligible Gross Receipts Tax on the Same Activity Paid to another City							
13	Other (Explain):							

## Explanation of categories:

- 7. Commercial Parking Lot. Gross receipts derived from a commercial parking lot business, which is subject to the City's 30% commercial parking lot tax as mandated by <a href="Chapter 5.10">Chapter 5.10</a> of the Bainbridge Island Municipal Code.
- 8. Liquor Sales/Motor Vehicle Fuel Sales. Gross receipts derived from the sale of liquor as defined by <u>RCW 66.04.010</u> and exempted under <u>RCW 66.08.120</u> and mandated by <u>Chapter 5.05</u> of the Bainbridge Island Municipal Code.
- 9. Motor Vehicle Fuel Sales. The sale of motor vehicle fuels as defined by RCW 66.04.010 and exempted under RCW 82.36.440 and mandated by Chapter 5.05 of the Bainbridge Island Municipal Code.
- 10. Temporary Stationary Business. Gross receipts from a "temporary stationary business" as defined by <a href="Chapter 5.40">Chapter 5.40</a> of the Bainbridge Island Municipal Code Note: If the fee was paid for a City business license, the business is not a "temporary stationary business."
- 11. Out-of-State Sales. Gross receipts for out-of-state sales for which you receive a tax credit on Schedule C as mandated by Chapter 5.05 of the Bainbridge Island Municipal Code
- 12. Eligible Gross Receipts Tax on the Same Activity Paid to Other City/Cities. The amount of eligible gross receipts tax paid to another city for the same activity as defined by <a href="Chapter 5.05">Chapter 5.05</a> of the Bainbridge Island Municipal Code. The city or cities to which you paid the tax must be identified to claim this exemption.
- 13. Other Exempt Activity. Gross receipts from any other business not subject to taxation by the City as directed by State law as outlined in <a href="Chapter 5.05">Chapter 5.05</a> of the Bainbridge Island Municipal Code. The exempt activity must be identified to claim exemption.



## City of Bainbridge Island Annual Business & Occupation Tax Return

## Schedule C – Multiple Activities Tax Credit

**NOTE**: These credits will be rare on Bainbridge Island. See Bainbridge Island Municipal Code §5.05.070

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## ATTACH TO BUSINESS & OCCUPATION TAX RETURN AND MAIL TO:

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## **SECTION I – EXTERNAL CREDITS** (B&O Taxes Paid to Other Washington Cities)

Use Section I if you have sold products on Bainbridge Island that were extracted, manufactured, or printed in another jurisdiction, for which you paid eligible gross receipts tax AND/OR you have manufactured products on Bainbridge Island using ingredients or components for which you paid eligible gross receipts tax to another jurisdiction.

		Column 1	Column 2	Column 3	Column 4
			Gross Receipts Tax		(Enter Lesser of Col 2 or 3)
Line No.	Activity Resulting in a Credit	Taxable Amount	Bainbridge Island	Non-Bainbridge Island	Credit
1	Wholesaling on Bainbridge Island of products extracted, manufactured, or printed outside of Bainbridge Island				
2	Retailing on Bainbridge Island of products extracted, manufactured, or printed outside of Bainbridge Island				
3	Manufacturing on Bainbridge Island using ingredients extracted outside of Bainbridge Island				
4	Multiple Activities Tax Credit: Subtotal of taxes paid to other local	al jurisdictions > > >	·	<b>&gt;&gt;&gt;&gt;</b>	

### SECTION II - INTERNAL CREDITS (B&O Taxes Paid to the City of Bainbridge Island)

Use Section II if you have sold products on Bainbridge Island that you also extracted, manufactured, or printed on Bainbridge Island AND/OR you have manufactured products on Bainbridge Island using ingredients that you also extracted on Bainbridge Island.

		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
		T 11	Gross Receipts Tax Due/Tax Paid				
Line No.	Activity Resulting in a Credit	Taxable Amount	Wholesaling	Retailing	Manufacturing/ Printing	Extracting	Credit
5	Manufacturing activities using ingredients extracted on Bainbridge Island						
6	Wholesaling on Bainbridge Island of products extracted on Bainbridge Island						
7	Wholesaling on Bainbridge Island of products manufactured on Bainbridge Island						
8	Wholesaling on Bainbridge Island of products printed on Bainbridge Island						
9	Retailing on Bainbridge Island of products extracted on Bainbridge Island						
10	Retailing on Bainbridge Island of products manufactured on Bainbridge Island						
11	Retailing on Bainbridge Island of products printed on Bainbridge Island						
12	Multiple Activities Tax Credit (add Lines 4 thro Occupation Tax Return)						